



County Judge's Directive to Elected and Appointed Officials on Covid-19 Workplace Protocols

We are public servants and we will continue to serve through this pandemic. Panic will weaken us as a community. Managing risk through changes in behavior based on reliable information will strengthen us. The goal of this directive is to **balance the health risks to County residents and our employees** with the need for **continued county services** during the Covid-19 pandemic. In order to strike the right balance across our diverse areas of service, I as County Judge and agent of the Governor in response to disasters, direct Travis County elected and appointed officials and managers to **establish and deploy procedures within the coming week** to maintain the highest level and quantity of services while also maximizing:

- Teleworking;
- Social Distancing within the work place; and
- Other innovative approaches to maintaining services while also reducing sustained social contact (e.g. staggered appointments, video-conferencing, staggered work schedules, etc.)

These **Covid-19 Protocols will be maintained through March 31st** and may be modified or extended depending on evolving circumstances.

My deepest thanks go out to all who have already begun implementing innovative approaches to maintain services while also maintaining our community health. We have so much to learn from one another. Forgive me if some of what follows is redundant to what you have already put in place. Of course, you are the expert on what is possible within your realm of service delivery. **I suggest the following Levels of Implementation** be worked through by each of your departments and reported to Chuck Brotherton, County Executive for Emergency Services **no later than Wednesday March 18th**. My thanks to those who have already deployed protocols. I strongly support deploying protocols sooner than March 18. The compilation by Wednesday March 18 of those deployed plans will assist us in learning from one another and achieving consistency where possible.

Level 1 – Employees that have immediate telework access

Level 2 – Employees that, based on job function, *can* telework however may need technology setup

Level 3 – Employees whose job function does not provide an ability to telework.

- Work on special projects from home
- Report to work and make arrangements for social distancing, e.g.:
 - Modifications to workspace
 - Staggered appointments
 - Staggered shifts

Please report your Levels 1, 2 & 3 plans and status by March 18th to Chuck Brotherton at

Charles.Brotherton@traviscountytx.gov.

For Human Resources and Information Technologies questions, please contact Paul Hopingardner at

Paul.Hopingardner@traviscountytx.gov.

Thank you.

Sarah Eckhardt, Travis County Judge